

**Class Title: Accounting Technician 1**  
**Class Code: 009831**

#### Examination Method

**Minimum Qualifications Evaluation:** Employment applications for Accounting Technician 1 will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the test if they wish to be considered for currently posted position vacancies.**

**Written Test:** To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for Accounting Technician 1. The test takes approximately three (3) to four (4) hours to complete.

#### Test Content Summary

The written test consists of 65 multiple choice questions divided into four different sections. Each section has been designed to assess the knowledge, skills, and abilities needed to effectively perform the duties of an Accounting Technician 1. The four test sections are:

**Organizing Materials-** Questions assess an applicant's ability to obtain needed information from a variety of sources and to summarize unorganized material. (12 questions)

**Calculations** - Questions assess an applicant's ability to perform calculations involving addition, subtraction, multiplication, division and percentages. (17 questions)

**Following Directions** - Questions assess an applicant's ability to read and apply complicated sets of directions. (20 questions)

**Contracts and Invoices** - Questions assess an applicant's ability to analyze contracts to determine whether payment is authorized for a number of invoices. (16 questions)

#### Testing Location Information

**Currently testing is conducted only at the Department of Human Resources office in Nashville.**

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).